

Guide to deactivate Users

1. Deactivate the existing User (**Only for CSA Coordinators or CPMT Chair**)
 - a. Login to Account Management System under Applications on the CSA website's home page
 - b. Click on Edit/Update Users tab (*This tab is only active for Local Approver's i.e. CPMT Chair and CSA Coordinator*)
 - c. Local Approver's have the Edit/Update User tab. This tab will display list of all Users in the locality. This tab has three important features.
 - i. The View (Magnifying Glass icon) is used to view the details of a User.

Account Management System - OCS State Office (200) Logout

My Approvals Register User Edit Profile Edit/Update Users Activate Users Approver ToolKit SFD Admin

Edit / Update Existing Users

Agency/Locality /System:* Albemarle - 3 Role: -- Select Role --

Name

Address:

ZipCode:

City:

Email:

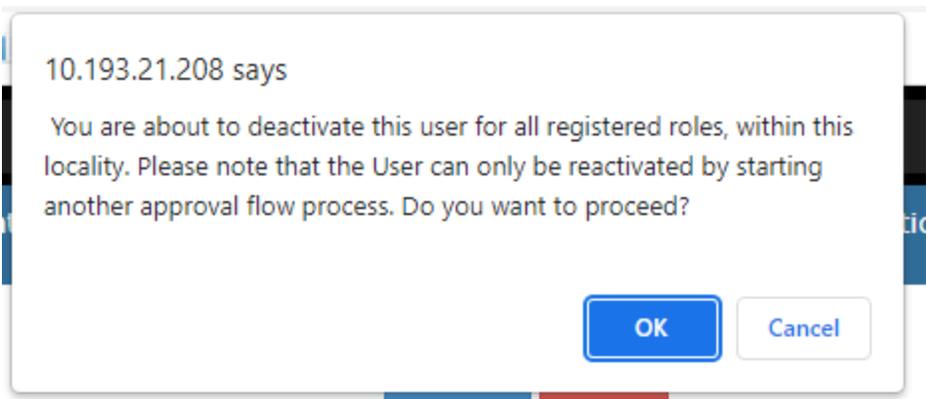
Show deleted/deactivated users

Export Search Reset

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- ii. The Edit (Pencil icon) is used to Edit the details of a User. It can be used to:
 - i. Edit User Information
 - ii. Add User roles
 - iii. Delete User roles
- iii. The Delete (Trash Can) icon is used to Delete/Deactivate a User in the AMS. When the following message is displayed, the User will have to click on the OK button,. Once a User is deactivated for all roles, the User can be reactivated only by starting a new approval flow process.



d. Click OK.